

## **Ad-Hoc Search Committee**

Thursday, January 17, 2013  
2:00PM -5PM

1. Approve job announcement (attachment #1)
2. The approved job announcement was then posted to:
  - a) SCDD website
  - b) Emailed out to all SDCD staff and other department's personnel office.
  - c) VPOS on [www.spb.ca.gov](http://www.spb.ca.gov) (State Personnel Board's website)
  - d) [www.Monster.com](http://www.Monster.com)
  - e) [www.Craigslist.com](http://www.Craigslist.com)
  - f) Capitol Weekly for one week
  - g) Disability Rights California website
  - h) [www.idealists.com](http://www.idealists.com)
  - i) [www.execsearches.com](http://www.execsearches.com)
  - j) AAIDD Career Builder
  - k) National Leadership Consortium on DD
  - l) [www.nonprofitjobs.com](http://www.nonprofitjobs.com)
  - m) [www.opportunityknocks.com](http://www.opportunityknocks.com)
  - n) National and California Arc
  - o) [www.associationjobs.com](http://www.associationjobs.com) (CEO Update)
  - p) National Disability Rights Network
  - q) AUCD website (Association of University Centers on Disabilities)

Applicants were given six weeks to apply. Applications were sent to Headquarters Personnel for initial screening (attachment #2). The applicants that met the minimum requirements/must have from attachment #2 were then sent forward to the Ad-Hoc Search Committee for final screening (attachment #3). The Ad-Hoc Search Committee then selected their top candidates.

Initial interviews were conducted by the Ad-Hoc Search Committee. Ad-Hoc Search Committee then recommended candidates to the Executive Committee. Secondary interviews/final applicants were selected by the Executive Committee. Final interview and selection was conducted by the full SCDD Council.

Attachment #4 – SCDD Executive Director duty statement

Attachment #5 – Ad-Hoc Search Committee Interview Questions

# Attachment #1

**JOB ANNOUNCEMENT FROM**  
**THE CA. STATE COUNCIL ON DEVELOPMENTAL DISABILITIES**  
**(SCDD)**

The California State Council on Developmental Disabilities (Council) is an independent state agency established by federal and state law to enable people with developmental disabilities to achieve self-determination, independence, productivity and community integration and inclusion. The Council implements this goal through development of a State Plan and implements the Plan through outreach, training, individual and systemic advocacy, public education, capacity building, and system monitoring. The activities of the State Council on Developmental Disabilities depend upon the collaboration with 13 local Area Boards established under State law which are familiar with the structure and operation of services and programs for persons with developmental disabilities in their region.

The Executive Director is the Chief Executive Officer of the Council and serves at the will of the Council. The Executive Director provides leadership to ensure the development and implementation of the Council approved State Plan and other Council approved policies and activities; ensures that the Council fulfills its specific mandates under federal and state law, works collaboratively with the 13 local area boards in carrying-out Council activities and directs the day to day operations of the Council.

**JOB RESPONSIBILITIES:**

**Positions the Council to Articulate a Strategic Vision and Leadership**

Works with the Council to develop a vision and short and long-term strategic plan including identifying resources needed to accomplish the plan. Clearly communicates vision to internal and external stakeholders.

Works towards the continued integration of the thirteen area boards in order to achieve a cohesive, strategic vision.

Positions the Council to meet the needs of the developmental disability community.

Assists the Council in its development of knowledge and skills for its stewardship of the organization.

Keeps the Council apprised of programmatic, and resource relations matters and timely notifies of any issues.

Scheduling, planning and preparing for Council and Committee meetings.

### **Administration and Personnel Management**

Manage day-to-day administrative operations of the Council.

Deploy resources efficiently and effectively toward organizational goals, working with staff to balance workload and effort.

Motivates and inspires all Council staff to work collaboratively toward vision, mission and goals.

Recommends policies and practices necessary to attract and retain a qualified, skilled work force and ensures that Council approved policies are implemented.

Develops and implements a Council staff structure sufficient to implement the State Plan and carry-out other Council activities.

Builds the skills of key staff in the organization, so they can mentor, encourage and motivate staff.

Ensure that staff are trained, and supervised effectively in order to carry out Council goals and activities.

### **Fiscal Management**

Assures adequate resources are available now and in the future to accomplish the mission of the Council.

Engages in short and long-term fiscal planning to provide for the fiscal stability of the Council.

Develops annual budgets that reflect long-term fiscal goals and manages the approved budget.

Oversees that all reporting and compliance requirements are met for each funding source.

Notifies the Council of fiscal status and highlights fiscal issues that may require the Board's attention including providing Council with timely and relevant budget and fiscal reports.

Negotiates and executes contracts on behalf of the Council consistent with approved plans, goals and activities.

### **Public Liaison**

Assumes a position of leadership for the Council within the disability, and other key stakeholder communities.

Maintains effective relationships between the Council and state and federal funding agencies.

Maintains an effective relationship and liaison with the National Association of Councils on Developmental Disabilities.

Represents the Council with the Governor's Office and other state, federal and local agencies.

Fosters effective working relationships with other agencies involved in service to individuals with developmental disabilities.

### **Systems Change Activities and Advocacy**

Expands Council's agenda for systemic change to advance the rights of persons with disabilities, leveraging policy opportunities and effectively understanding, and working within the political landscape.

Work with the Council to formulate policy decisions that affect the rights and interests of individuals with developmental disabilities.

Represents the Council with the Legislature and state and local agencies in advocating for the rights of Californians with developmental disabilities.

### **Raises the Profile of the State Council**

Serves as an active spokesperson for the Council through personal contact with media, finding opportunities to promote the Council's work and increase public awareness of the Council's mission.

Communicates the programs, policies and purpose of the Council to public constituencies, government bodies in a way which will motivate them to support organizational operations, goals and objectives.

### **Minimum Job Requirements**

1. B.A. or B.S. degree in a relevant field.
2. Seven years experience in the health and human services field.
3. Five years progressively responsible experience in administration and management of a complex legal or human service organization, including employee supervision and management, personnel management, fiscal management, and management of computer systems.
4. Demonstrated effective interpersonal skills, conflict resolution and team building skills.
5. Demonstrated experience and ability to work effectively with a variety of organizations and individuals with diverse perspectives, including persons with disabilities, advocacy groups, the public and elected and appointed officials.
6. Demonstrated experience working with and providing support to Boards of Directors and/or similar task forces and committees.
7. Demonstrated leadership in public policy advocacy.

8. Ability to analyze complex problems and develop creative solutions.
9. Effective oral and written communication skills.
10. Experience developing or promoting policy and developments at state and local government levels.
11. Experience working with or sensitivity to individuals with disabilities.
12. Experience working with or sensitivity to individuals from language and ethnic distinct communities.

**DESIRABLE QUALIFICATIONS:**

1. Advanced Degree in relevant field.
2. Knowledge of laws, rights, and services as they pertain to people with disabilities in California, and/or direct representation of people with disabilities.
3. Experience managing a nonprofit or as a manager in state government.
4. Ability to read, write and speak Spanish or an Asian language.

**SUBMIT APPLICATIONS TO:**

**Szandra Keszthelyi  
State Council on Developmental Disabilities  
1507 21<sup>st</sup> St, Suite 210  
Sacramento, CA 95811**

**APPLICATION DEADLINE:  
March 1, 2013 @ 5:00 PM**

To be considered for this position, applicants MUST submit the following (Nos. 1-5 below):

1. Employment Application.
2. **Resume**, including three (3) professional references.
3. **Cover Letter**, which addresses your personal and professional motivation for seeking this position.
4. **Description** indicating how you meet EACH of the Minimum and ANY of the Desirable Qualifications for this position.
5. A writing sample, not to exceed 10 pages.

**The California State Council on Developmental Disabilities is an Equal Opportunity/Affirmative Action Employer and does not discriminate on the basis of sex, age, religion, race, gender identity, sexual orientation or disability.**

#### **Timeline**

- ~~1. Screening process is the week of May 24, 2010.~~
- ~~2. Initial interviews are the week of June 22-23, 2010.~~
- ~~3. Secondary interviews/final applicants selected the week of July 13, 2010.~~
- ~~4. Final interviews and selection by full SCDD Council on July 20-21, 2010.~~



## Attachment #2

## **Executive Director Checklist For SCDD Staff**

**CANDIDATES NAME:**

**DATE:**

**Minimum Requirements**

**MEETS**    **DOES NOT MEET**

1. B.A. or B.S. degree in a relevant field
2. Seven years experience in the health and human services field
3. Five years progressively responsible experience in administration and management of a complex legal or human service organization, including employee supervision and management, personnel management, fiscal management, and management of computer systems.

_____	_____
_____	_____
_____	_____

**Must Haves:**

**SUBMITTED**    **DID NOT SUBMIT**

Employment Application

_____	_____
-------	-------

Resume

_____	_____
-------	-------

Three Professional References

_____	_____
-------	-------

Cover Letters

- Which address your personal and professional motivation for seeking this position.

_____	_____
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Description

- Indicating how you meet EACH of the Minimum and ANY of the Desirable Qualifications for this position.

_____	_____
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Writing Sample

- Not to exceed 10 pages.

_____	_____
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Reviewed By: \_\_\_\_\_

## Attachment #3

## **Executive Director Checklist For Ad-Hoc Selection Committee**

**CANDIDATES NAME:**

**DATE:**

**Minimum Requirements**

**MEETS**    **DOES NOT MEET**

- |   |       |       |
|---|-------|-------|
| 1. B.A. or B.S. degree in a relevant field  | _____ | _____ |
| 2. Seven years experience in the health and human services field  | _____ | _____ |
| 3. Five years progressively responsible experience in administration and management of a complex legal or human service organization, including employee supervision and management, personnel management, fiscal management, and management of computer systems. | _____ | _____ |
| 4. Demonstrated effective interpersonal skills, conflict resolution and team building skills  | _____ | _____ |
| 5. Demonstrated experience and ability to work effectively with a variety of organizations and individuals with diverse perspectives, including persons with disabilities, advocacy groups, the public and elected and appointed officials.                       | _____ | _____ |
| 6. Demonstrated experience working with and providing support to Boards of Directors and/or similar task forces and committees.   | _____ | _____ |
| 7. Demonstrated leadership in public policy advocacy.   | _____ | _____ |
| 8. Ability to analyze complex problems and develop creative solutions.  | _____ | _____ |
| 9. Effective oral and written communication skills  | _____ | _____ |
| 10. Experience developing or promoting policy and developments at state and local government levels   | _____ | _____ |
| 11. Experience working with or sensitivity to individuals with disabilities.  | _____ | _____ |

12. Experience working with or sensitivity to individuals from language and ethnic distinct communities.

\_\_\_\_\_

**Desirable Qualifications**

MEETS   DOES NOT MEET

1. Advanced Degree in relevant field.
2. Knowledge of laws, rights, and services as they pertain to people with disabilities in California, and/or direct representation of people with disabilities.
3. Experience managing a nonprofit or as a manager in state government.
4. Ability to read, write and speak Spanish or an Asian language.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Must Haves:**

SUBMITTED   DID NOT SUBMIT

Employment Application

\_\_\_\_\_

Resume

\_\_\_\_\_

Three Professional References

\_\_\_\_\_

Cover Letters

- Which address your personal and professional motivation for seeking this position.

\_\_\_\_\_

Description

- Indicating how you meet EACH of the Minimum and ANY of the Desirable Qualifications for this position.

\_\_\_\_\_

Writing Sample

- Not to exceed 10 pages.

\_\_\_\_\_

Reviewed By: \_\_\_\_\_

## Attachment #4

**State of California**  
**State Council on Developmental Disabilities**  
**Office of the Executive Director**  
**Executive Director**  
**DUTY STATEMENT**

Employee Name:	Classification:	Exempt Level:	Position Number:
	Executive Director	G	792-100-5090-001
Unit:		Division:	
Office of Executive Director		Headquarters	
Position Appointment Date:			

The State Council on Developmental Disabilities (SCDD) is an independent state agency mandated by federal and state law to pursue systemic change, capacity building, advocacy to promote a consumer and family-based system of services, and supports for people with developmental disabilities. The goal of the federal law is to enable individuals with developmental disabilities (self-advocates) to maximize their self-determination, independence, productivity, and community integration and inclusion. The State Council (Council) consists of 31 voting members, all of whom are appointed by the Governor. The Executive Director, as the leader of SCDD's Executive Management Team, helps the Council fulfill its specific mandates under the Federal Developmental Disabilities Assistance and Bill of Rights Act (Title 42, USC 15001 et seq.) and the Lanterman Developmental Disabilities Act (Welfare and Institutions Code 4500 et. seq.).

The Executive Director serves as the chief advisor to the State Council (Council). The Executive Director is responsible for overseeing the implementation of Council policy. The Executive Director provides leadership and direction to ensure necessary support for the Council in developing policies, adopting plans, conducting system monitoring, systemic change and capacity building, and generally advocating for persons with developmental disabilities. The Executive Director represents the Council with the Governor's Office, the Legislature and other State, Federal and local agencies. The Executive Director serves as Clerk of the Council. The Executive Director oversees the statewide operations of SCDD which includes staff located in a headquarters office and 13 regional offices. The Executive Director is appointed by and serves at the will of the Council.

**A. Job Duties:**

- 30% Policy Development, Planning and Coordination - Serves as chief executive advisor to the 31 member Council. Keeps the Council informed regarding Council statutory responsibilities. Develops, recommends, coordinates with and represents the Council's positions regarding policy development and implementation. Provides oversight and direction for development of the SCDD Strategic Plan, California Developmental Disabilities State Plan and all other Council responsibilities.
- 30% Policy Implementation and Advocacy - Provides leadership and direction to ensure policies and practices are consistent with statutory rights and responsibilities, including the implementation and administration of Division 4.5 of the Welfare and Institutions Code and Public Law 106-402. Coordinate with Protection and Advocacy, Inc., the University Centers for Excellence and other agencies and organizations.
- 30% General Administration and Management - Provides overall guidance and leadership to staff of SCDD.
- 10% Clerk of the Council - Provides leadership and ensures the business of the Council is conducted in accordance with open meeting and other state and federal laws.

**B. Supervision Received:**

The Executive Director is appointed by and reports to the Council. The Executive Director receives general guidance from the Council. Unlike the typical department that has an Agency Secretary, the Council reports directly to the Governor. The Executive Director must exercise the judgment of a Cabinet level position.

**C. Supervision Exercised:**

The Executive Director provides general direction to a Deputy Director of Administration, Deputy Director of Area Board Operations, a Deputy Director of Policy and Planning, a Senior Legal Counsel, an Executive Assistant, and a Staff Services Manager I on matters pertaining to equal employment opportunity and labor relations.



**D. Administrative Responsibility:**

The Executive Director has overall responsibility for all Council operations.

**E. Personal Contacts:**

The Executive Director interacts with the Governor's Office, high level governmental officials, members and staff of the California Legislature, Council Members, State Agencies, vendors, contractors, interested individuals and organizations, and the media and general public.

**F. Actions and Consequences:**

The Executive Director is critical to the success of the organization, since this position assumes overall responsibility for Council operations. Without this service, the Council would not have a single position to coordinate its responsibility to ensure compliance with State and Federal laws.

**G. Other Information:**

The Executive Director must provide direction to the Council in compliance with all State and Federal laws and requirements applicable to the Council. The Executive Director must have general understanding of organizational theory and general understanding of fiscal, administrative, and personnel management of a State agency. The Executive Director must be able to effectively lead, coordinate, review and evaluate staff efforts to implement Council directives. The Executive Director must be able to monitor, research, analyze, develop and promote strategic public policy and long range plans; articulate policy and plans in writing and orally for logical persuasion; develop effective and constructive working relationships with the Governor's office, State and Federal departments, key legislators and legislative staff, and other public officials. The Executive Director must be able to accurately represent and implement the Council's policy directions and maintain a professional staff relationship with the Council Members. The Executive Director must be able to represent the Council and the Council's official positions/actions to a variety of agencies, organizations, groups and individuals. The Executive Director must have a broad knowledge of the system of services and supports for individuals with developmental disabilities and their families. The Executive Director must have the ability to comprehend programmatic and fiscal policy issues related to persons with developmental disabilities and their families. The Executive Director

**G. Other Information- continued:**

must have general knowledge of major federal and state laws affecting services for persons with developmental disabilities; have general knowledge of the federal and state legislative process; work professionally and effectively with consumers, families, and consumer groups; facilitate consensus among diverse interest groups. The Executive Director must demonstrate respect for and the ability to communicate effectively with individuals who are developmentally disabled and their families. The Executive Director must be free to work extended hours and travel.

## Attachment #5

## **SEARCH COMMITTEE FIRST INTERVIEW QUESTIONS**

### **Welcome from the Search Committee and Introduction of Search Committee Members**

**Candidate's Presentation--** *Ask candidates in advance to prepare a 5 minute presentation addressing the following:*

1. Please begin by telling us about yourself, why you want this position and what you bring to it.
2. What are some of the reasons you have committed yourself or want to commit yourself to advancing the rights of Californians with developmental disabilities?
3. What are the three to five things you would want to accomplish in your first two to three months on the job?

### **Leadership**

1. Can you describe your leadership style and philosophy?
2. Describe one or two of your most significant accomplishments as a leader.
3. What has been your experience working with a governing body such as the Council; or if you have not worked directly with a governing body, what has been your experience working with governmental agencies, or other groups?
4. How do you see the role of the Council; the relationship between the Executive Director and the Council; and the relationship between the staff and the Council?

## Management

1. Please describe the management experience you have had which qualifies you to manage an organization the size and complexity of the State Council on Developmental Disabilities?
2. What experience do you have in supervising staff? Are there specific strategies you would use to effectively supervise staff that are located in remote offices?
3. Please describe your financial management experience and your level of participation in the oversight of financial reporting, development of budgets, and compliance with grant and contract requirements. What strategies might you use to provide for the long-term fiscal stability of the Council?

## Vision

1. What is your vision for the California State Council on Developmental Disabilities?
2. Describe your strategic planning experience? What are the critical elements to developing and implementing an effective Strategic Plan for the Council?
3. California's State Council is unique in that it includes 13 local Area Boards. Are you familiar with the Area Boards? What are the specific activities you would engage in to foster collaboration with the Area Boards?

## Advocacy and Systems Change

1. Please describe your knowledge of disability rights law and issues.
2. What is the most important issue affecting Californians with developmental disabilities today? And, what role should the

State Council on Developmental Disabilities play in addressing that issue?

3. What experience do you have with the disability advocacy community? With state or local elected officials? How would you see the Council engaging with these groups?

### Communication and Liaison

1. What are the specific strategies you would use to promote the Council's mission and work and raise its profile?

### Your questions

1. What would you like to know about the State Council on Developmental Disabilities or the Executive Director position?

Add any candidate specific questions